

**Tracy Memorial Library
Board Meeting Minutes
July 31, 2014**

Present: Frank Anzalone, John Garvey, Bruce Parsons, Kristina Regan, Fiona Mills, and Sandra Licks.

PUBLIC HEARING

Pursuant to NH RSA 202-A:4-c, the Board of Trustees of Tracy Memorial Library will hold a Public Hearing for the purpose of accepting and expending an unanticipated, unrestricted donation in the amount of \$16,563.

Sandra explained that Margaret Ensor initially left TML \$50,000 and then approximately \$20,000 and this is the last disbursement from the estate in the amount of \$16,563. This final gift has no strings attached to it. We could spend it now, save some or put all of it in a CD for later (we would have to wait until next March for the CD to mature). We could also consider putting it in a separate checking account or we could add it to the account we are using for the DePorter gift, which is used for landscaping purposes. There was strong consensus to put the money into a CD as we don't necessarily need the money at the moment and that would give us time to think about what we might want to put the gift toward. A motion was made to put the final Ensor gift into a current one year CD.

Kristina raised the concern that currently there is no standard documentation that takes place when a gift is given and accepted by the library. Kristina suggested that we start to document substantial gifts in a standardized way and apply this mindset to old gifts if possible. Kristina suggested that the document should note if the funds are restricted or non-restricted. Kristina informed the group that she had learned that there are restricted and non-restricted funds in the CD over at Mascoma. John raised a concern about commingling restricted and non-restricted gifts in the same CD. There was some discussion about separating gifts into two distinct CDs. Bruce made a motion to put the final Ensor gift into a new CD that is designated as an "unrestricted" gift. After the required thirty minutes elapsed, the motion was seconded and approved. Kristina offered to go to Mascoma Bank to discuss the best way to improve the CD situation.

Meeting Minutes. A motion was made to accept the Board Meeting Minutes of June 19, 2014. The motion was seconded and approved.

Acceptance of Cash Donations. A motion was made to accept \$250 in June. The motion was seconded and approved.

Committee Reports

Librarian's Report

Sandra shared Kathy Tracy's summary of the summer reading program experience this year. She is pleased to report an all-time high enrollment of 160 children. Kathy was fortunate enough to have had eight teen helpers and five adult helpers as the amount of children was so high. The program spanned all ages from early literacy to pre-school through fifth grade. Kathy also reported that there was greater participation this year than years before regarding the book reading check ins. The five activity days were very successful and were based on the theme of science from a fun and exciting perspective. The first activity involved a screening of *Flubber* followed by the making of a *Flubber* activity; the next activity featured a mime; Kevin Skarupa from WMUR came for the next activity day; the fourth activity day was a reverse science experiment and then the final activity day featured a presentation from the Boston Museum of Science. There were six sessions of drop-in summer story time that were all very well-attended with an average of 40-50 children per session. The puppet show session had over 90 attendees.

Sandra reported on the NH consortium of downloadables which is hosted by third party vendor Over Drive. There is a vote coming up from members of the consortium regarding whether or not to allow Simon and Schuster to be included in Over Drive. Up until now, Simon and Schuster has not worked with libraries, but they are going to enter the library downloadable market soon. Sandra shared several concerns regarding Simon and Schuster's downloadable policy including that the consortium would have to purchase a new copy of each book annually and Simon and Schuster would like to include a "buy it now" button on the consortium page for all titles.

Sandra reported on her NHLA conference that she attended at the Mountain View Grand hotel in Whitefield, NH. Sandra expressed her gratitude for the ability to attend with Jo-Ann, Kathy and Sandy. Lunch was included on both days and featured several speakers including Tom Ryan and his dog, Atticus, about his book about hiking in the White Mountains with his dog as well as Barry Lyga, a young adult author, who spoke about his publishing industry insights and his overall love of libraries. Sandra attended a session on the overview of the Heritage genealogy database and a session on Primary Sources as well as a session on library building projects featuring a librarian from the Jackson Library that was a converted barn and librarian from Whitefield managed to fund a major addition to their library as well as the Durham librarian who raised 1.1 million of a three million dollar new library. She also attended a session on interviewing and got great techniques about how to get the best info/insight on a candidate within legal parameters. She and Jo-Ann also attended two sessions on technology and the alternative public computing project where they gathered pertinent information and decided upon the N computing model for TML public computing area and noted that this upgrade will be completed within the next month or two. The new model will minimize maintenance and the hardware is a lot less expensive than other models. The other session that she attend focused on network security regarding the risks to libraries and, most importantly, how to best design library networks in regards to security and speed. Sandra learned that we should have two fiber broadband lines instead of our current single line since two lines will increase our security and speed. Sandra noted that installing and utilizing an additional line will cause a significant increase in cost - up to approximately \$100 per month.

Treasurer's Report

Kristina reported that TML closed out the fiscal year on budget and directed our attention to a detailed handout about the role of the Treasurer. Sandra expressed her gratitude to Kristina for all of her hard work this year in her role as Treasurer.

Facilities Report

Dave reported that he spoke to Dave Cary who referred him to Richard Lee who will trim the trees on the far side of the property line. Dave also spoke to Susan Hansen next door who would like to have the pine tree that borders our properties removed. The tree is on her property; thus, she needs to contact TLC to do the work. The trees on our property could be trimmed at the same time and that would lessen the cost to the town for all of the work. Dave also has done some trimming on trees that were overhanging various walkways and exits. Bruce asked Dave to take a look at the maple tree next to the side of TML that is overhanging the walkway. Dave reported from the Community Garden regarding how to bill for their portion of the water bill. Now that we have commingled the irrigation, one thought is to split the bill in half or to go back to past bills and average out what the club has utilized in the past. Sandra seemed to think that the most fair approach would simply to charge them for half of the water bill. Dave expressed a concern that the level of the grass is the same as the level of the new walkway and he is worried that we may end up with the same flooding problems. Bruce and Sandra noted that there have been no flooding problems so far despite all of the rain that we have had in the past few weeks. Dave noted that we are losing the dwarf blue spruces due to yellow headed spruce soft fly that can only be treated in May or June. Sandra noted that we could replace one or two of those trees with money from the DePorter fund that is designated for that type of work. Bruce cautioned that we may not want to replace those trees with the same kind if this infestation is a recurring problem. Dave noted that the elm trees and rhododendrons are looking good now that we have used pesticide to get rid of problems. Bruce noted that Chippers is doing a full lawn grub treatment.

Frank reported that Bruce, Dave and himself went up on the roof to explore the cause of a recent leak and noted that the problems were due to some deteriorating slate shingles. Bruce suggested that we have someone come and check the roof on a regular basis. The roof is being repaired this week and concurrent to their repairs, the company is also conducting a massive inspection of the roof as a whole. They are also tweaking the slate on the overhang over the side entrance as they say it was not properly installed. Frank emphasized that the slate roof is a great investment. Sandra shared some concerns about the flat rubber roof over the stack area that has sustained a number of leaks over the years.

Bruce reported that the walkways are done, the front lawn is done, the sprinkler system is in and the majority of garden work out front has been completed. The only remaining item is the painting of the back wall. Bruce reported that the air conditioning system is all in and running. Sandra noted that they have not yet completed the heating system. Bruce raised the planned implementation of bollards in front of the railing out front. Dave suggested wooden bollards attached to concrete that will snap off when hit instead of metal ones filled with concrete that will get damaged when hit. Much discussion ensued and Bruce suggested putting this on our next agenda.

OLD BUSINESS

Bronze Bench for Porch

Sandra raised the issue of buying a bronze bench for the porch and noted that very few people seem to notice the area so we will table the concept until further notice.

NEW BUSINESS

Discussing the Role of Treasurer

Discussing the role of the Treasurer, Kristina initiated a round table discussion regarding how the board can improve the financial controls to ensure best practices and seamless continuity as it pertains to the role of the Treasurer. Kristina briefed the board on the current duties of the Treasurer at TML that include and are not limited to counting the funds associated with the copier, fines, trust funds, lost books, non-residential fees, etc.; making bank deposits; signing checks; reconciling bank accounts; updating the detailed monthly budget spreadsheet; accounting for interest on CDs; preparing for auditors; accepting large gifts; and staying on top of the Investment Policy Statement. Kristina then made suggestions regarding how these tasks could be delegated in an effort to implement important checks and balances. Kristina based her feedback on extensive information that she and Sandra obtained from nearly fifteen other library directors on how they delegate similar duties. She then directed our attention to a detailed handout explaining the current duties for TML treasurer (see list above) and director pertaining to financial and monetary issues. This handout also included suggestions pertaining to which tasks a bookkeeper could conceivably take on. Kristina went on to inform us that she found one bookkeeper who charges approximately \$20 per hour, which would utilize approximately \$1,000.00 of the TML budget per year. Much discussion ensued and there was strong support to hire a bookkeeper. Frank raised the issue of confidentiality regarding a bookkeeper. The issue of whether or not the bookkeeper should be a TML employee or simply a contracted service person was also discussed. A suggestion was made to explore the pros and cons of each side. A motion was made to authorize Sandra to hire a bookkeeper in consultation with Kristina and Bruce. John underscored that this should be resolved as soon as possible. The motion was seconded and approved.

Kristina additionally discussed the month end tallying of the library funds. Currently, the treasurer performs that duty. According to her and Sandra's findings, it is typically the role of the library director or, in some rare cases, an assistant treasurer. Sandra agreed to cross train with Kristina on how to complete the monthly tallying of funds and deposits. Kristina also noted that we might want to eventually consider conducting the deposit twice a month given the large amount of cash circulating in the library. For now, she encouraged the staff to continue securing such funds.

Kristina also reported that Frank has become an additional signatory for library checks exceeding \$5,000.

Search for new circulation desk assistant and children's services assistant

Sandra reported that she is hiring for two positions - replacing a staff member who is moving to Oregon as well as filling the children's services assistant position that resulted due to a children's staff member's resignation in the spring. Both positions are not new positions and involve limited hours. Ads are currently running and Sandra has received three applicants so far.

Consider new meeting day and/or time

Proposal to move our meeting time to the third Wednesdays of each month at 3 p.m. The proposal was seconded and approved.

Review of reciprocal agreement with Colby-Sawyer College

Sandra expressed her satisfaction with the agreement granting free cards to CSC. A motion was made to accept the agreement as it stands. The motion was seconded and approved.

UPCOMING SPECIAL EVENTS / MEETINGS

- Nancy Rollins tour (TBD)

OTHER BUSINESS / FUTURE AGENDA ITEMS

- Friends update - Fiona shared her impressions from attending recent Friends meeting in July.

NON-PUBLIC: the Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h)

NEXT MEETING

- September 17, 3 p.m.

ADJOURN

Meeting adjourned at 4:49 P.M.

Respectfully submitted,

Fiona Mills
Secretary